February 13, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I admire this culture’s success in America. Countless Italian restaurants have opened up all over the United States, serving our citizens with delectable cuisine. Even Italian car companies have been successful in America. Also, many Italian people have immigrated and live in the United States. If I go to Italy, I would be able to interact with these different people much easier once I have been to their home country. This leads me to my next reason I chose Italy to study. Their country is beautiful. There is no end to the ancient buildings and sight-seeing locations. Italy’s past is so intriguing and history changing that it has influenced nearly all countries today.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help me interact with our customers that wish to buy our product. I can start small talk with them to make them feel welcome and cared about in our enterprise. This will give us a great reputation and increase sales with no doubt.

Lastly, I think I would be a great addition to this team because I am an excellent student. Anything I study, I excel at. I also am hard-working and determined. I will put forth my best effort to give as much as I can to this company. I also play on three hockey teams. From playing hockey, I have learned teamwork and responsibility. I know what I must do to contribute as much as I can to any team I am on, whether it is a youth sports team or a job in business.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Luke J. Schwerer

4947 Meadow Crest Drive

Allison Park, PA, 15101